



# Longview Independent School District

## JOB DESCRIPTION

### TEACHER - UIL ACADEMIC COORDINATOR

<b>JOB TITLE:</b>	UIL Academic Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	207 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Scale

---

#### PRIMARY PURPOSE:

Assist all school principals in the overall plan, development, implementation, monitoring, and evaluating the UIL academic team rules, regulations, and procedures of the district; coordinate assigned student activities

#### QUALIFICATIONS:

##### Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Meet the "Highly Qualified" requirement under NCLB standards

##### Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

##### Experience:

Three years successful teaching experience, preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Promote a positive, caring, and motivating climate for learning, which includes participation in UIL events
2. Deal sensitively and fairly with persons from diverse cultural backgrounds



# Longview Independent School District

## JOB DESCRIPTION

## TEACHER - UIL ACADEMIC COORDINATOR

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Communicate effectively with students and staff, parents, and all stakeholders
4. Prepare academic team rules, regulations and procedures
5. Assist all principals with orientation session for all academic coaches
6. Arrange for coaches and students to attend a UIL Student Activities Conference
7. Attend UIL district planning meeting and provide input on setting the schedule
8. Prepare academic team rules, regulations and procedures and assist all principals with orientation session for all academic coaches
9. Help principals develop, maintain, and use information systems to maintain records to track progress on campus performance, objectives, and academic excellence indicators
10. Prepare professional acknowledgment forms for all academic coaches, making sure that they are notarized and returned to the superintendent or designee
11. Distribute the UIL Constitution and Contest Rules and calendars; all sponsors should have a C&CR or a copy of pertinent pages; make coaches aware of UIL website
12. Recruit new coaches as vacancies occur and find ways to motivate students and coaches
13. Assist with safety inspections and safety drill practice activities
14. Teach one or two classes at a campus selected by the principals
15. Comply with UIL rules, federal and state laws, State Board of Education rules, and board policy
16. Ensure that students are adequately supervised during non-instructional periods
17. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable
18. Assist with conferences on student and school issues with parents, students, and teachers
19. Participate in professional development to improve skills related to job assignment



# Longview Independent School District

## JOB DESCRIPTION

## TEACHER - UIL ACADEMIC COORDINATOR

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Articulate the school's mission to community and solicit its support in realizing mission
21. Demonstrate awareness of school-community needs and initiate activities to meet those needs
22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



# Longview Independent School District

## JOB DESCRIPTION

# TEACHER - UIL ACADEMIC COORDINATOR

### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION: Performance Development Appraisal System (PDAS)

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED DATE: July, 2009